UNITED STATES AIR FORCE
CLUBS

OPERATIONS GUIDE #ADM-030

MAILING LABELS

HQ AIR FORCE SERVICES AGENCY	Operational Guide ADM-030
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MAILING LABELS

PURPOSE: To provide information on how to develop and print club member mailing labels.

SCOPE: The information in this guide is for use by all personnel who have a need to develop and print mailing labels.

GENERAL: The instructions in this operational guide are provided as an "addendum" to the information contained in Club Works User's Guide to clarify procedures that should be used to develop and print club membership mailing labels. It provides detailed instructions on selecting the template to be used to produce the labels, developing the mailing label report, and creating the actual mailing labels.

GUIDANCE:

See attached procedures for detailed instruction on the three-step process to develop and print club membership mailing labels.

SUMMARY:

Preparing mailing labels involves the development of a membership information report (Excel spreadsheet) via Club Works, which contains the names, and addresses of all club members. The information in the report is then transferred to a Microsoft Word label "template" to allow printing of actual mailing labels.

Developing and Printing Mail Labels

The following instructions will assist you in developing and printing mailing labels for your membership. Preparing your mailing labels is a three-step process which involves:

      a. *Selecting* the template you want to use to produce your mailing labels (either two-row format or three-row format)

      b. *Developing* the mailing label report that contains the names and addresses of your members via Club Works

      c. *Creating* the actual mailing labels using the Microsoft Word "mail merge" function

Section I – Selecting a Mail Label Template

1. Templates are used to produce 8"x11 ½" sheet of labels (depending upon your requirement)

- They can be developed from the two-row template

- If you do not already have the templates, call the Services Agency at DSN 487-2353 to obtain them

- They can be developed from the three-row template

2. Using the two-row or three-row templates included in your "label information package," save the label templates to a folder, e.g. (C:\TEMP)
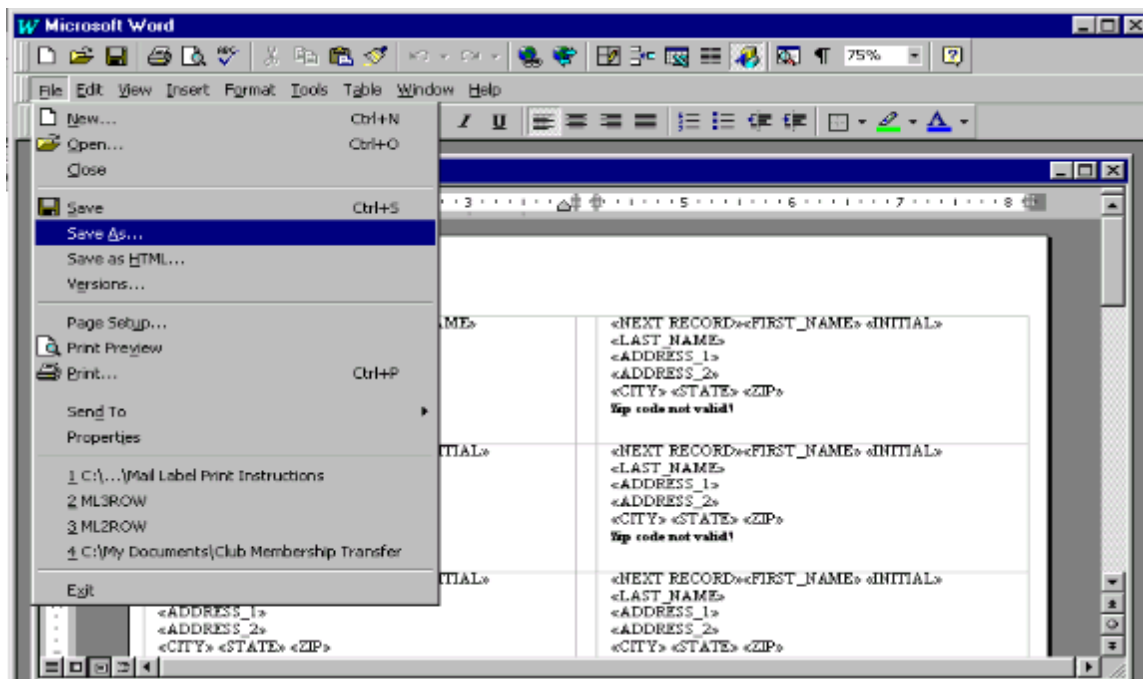
3. To do so:

- Select "File"

- Click on "Save As…"
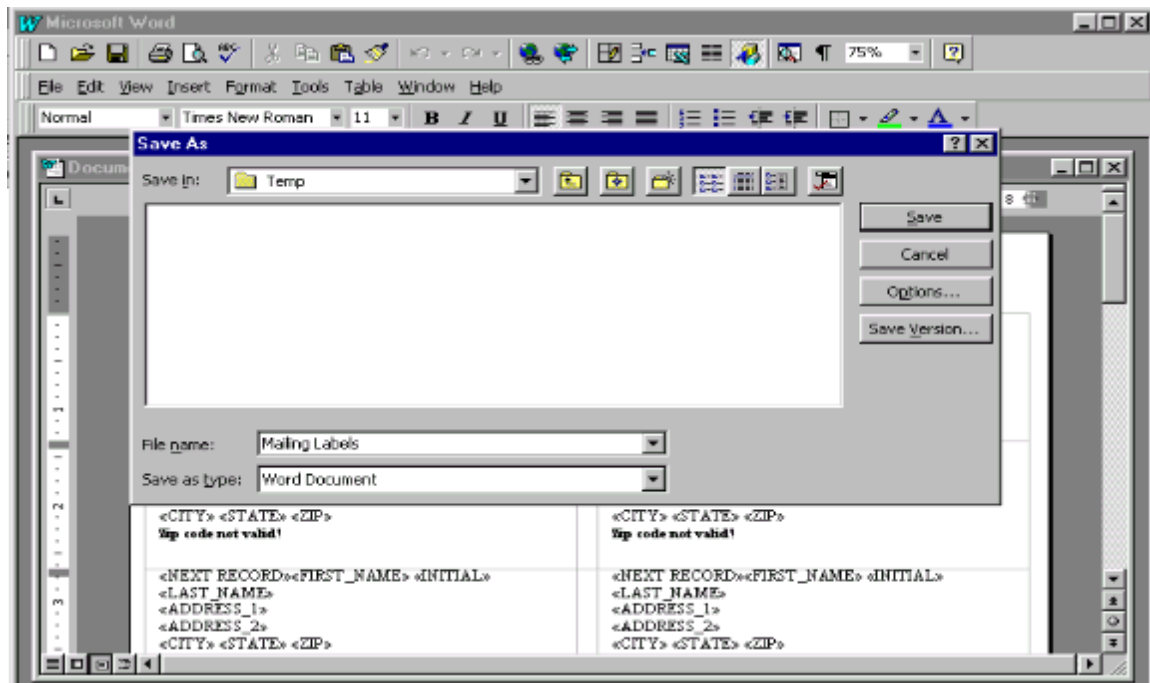
4. Determine where you want to save the file by using the drop down arrow in the "Save in" box

5. Give the file a name by entering the name in the "File Name" box

6. Click on "Save"

7. You can now close the screen

Section II – Developing the Mailing Label Information Report

1. Log onto Club Works

   - Enter you Username and Password – click on "Submit"

2. Select "Reports"

Reports

Card Member Reports

Club Member Reports

Application Reports

Transaction Reports

Merchant Reports

Mailing Labels

3. Select "Mailing Labels"

SELECT MAILING LIST

Address List: Select Item

Select Item
Card Member Mailing List
Card Member Family Mailing List
Club Member Mailing List
Club Member Family Mailing List

4. Select "Club Member Mailing List from the Select Mailing List drop down window

- Click on "Next"

5. Under the "Labels Option" box

    - Select the appropriate club

- In the "Birth Month" box, select "All Months"

- In the "Restriction" box, select "Account Status"

- In the "Restrict To" box, select "Active"

- Click on "Submit"

Note: This will produce your mailing label information report in a Microsoft Excel spreadsheet format.
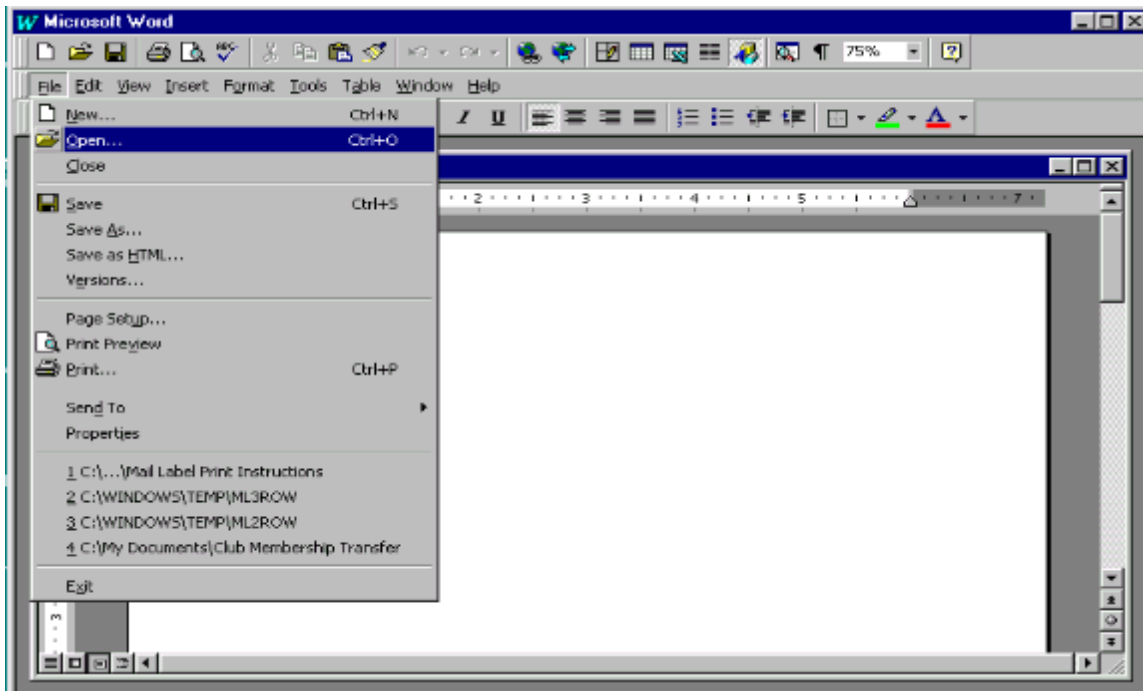

6. Select "File"

- Click on "Save As," give the file a name and save to a folder that you will remember at a later time.

7. This completes the actions required to develop the mailing label information report

- You can now close the screen
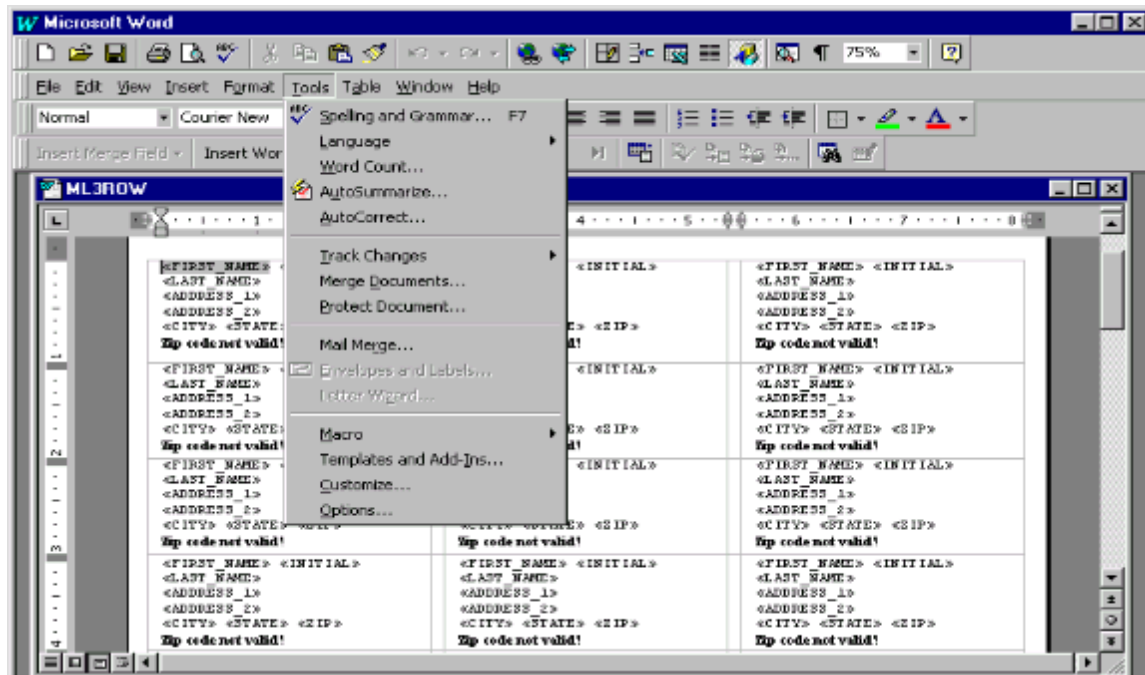
Section III – Creating the Mailing Labels

1. Open your Microsoft Word

   - Select "File"
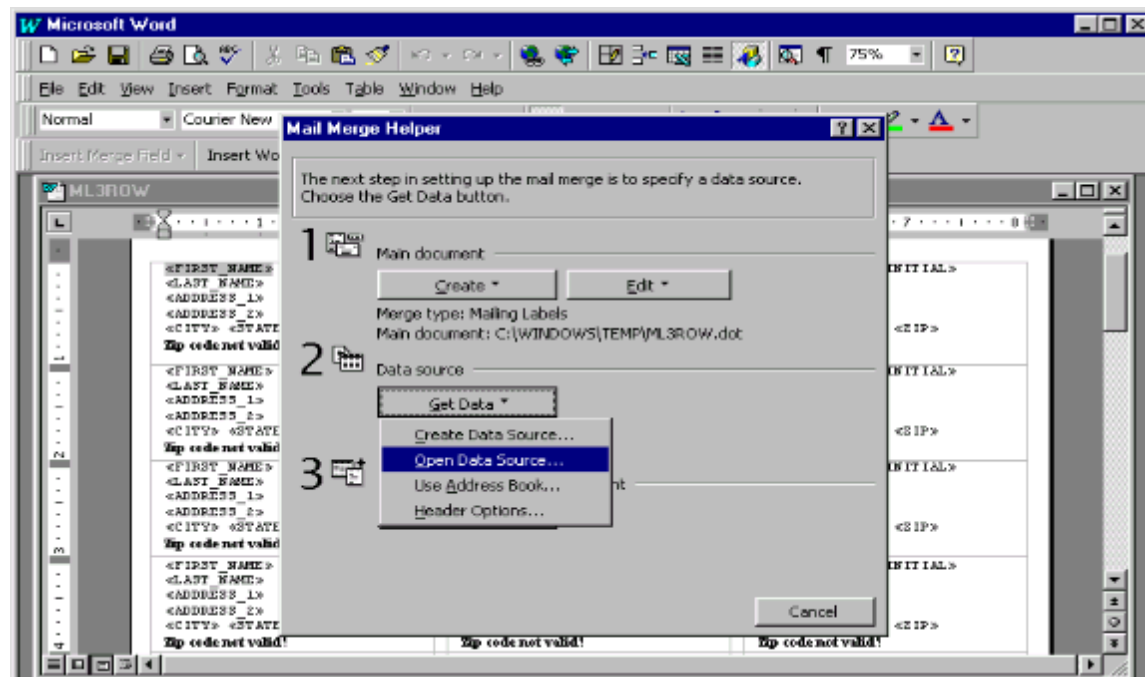
   - Open the applicable Microsoft Word template file (two or three row) you saved earlier under Section I

Note: If the message "*filename.dot* is a mail merge main document. Word cannot find its data source*, filename.xls"* is displayed, select "Options" then select "Remove all merge info"
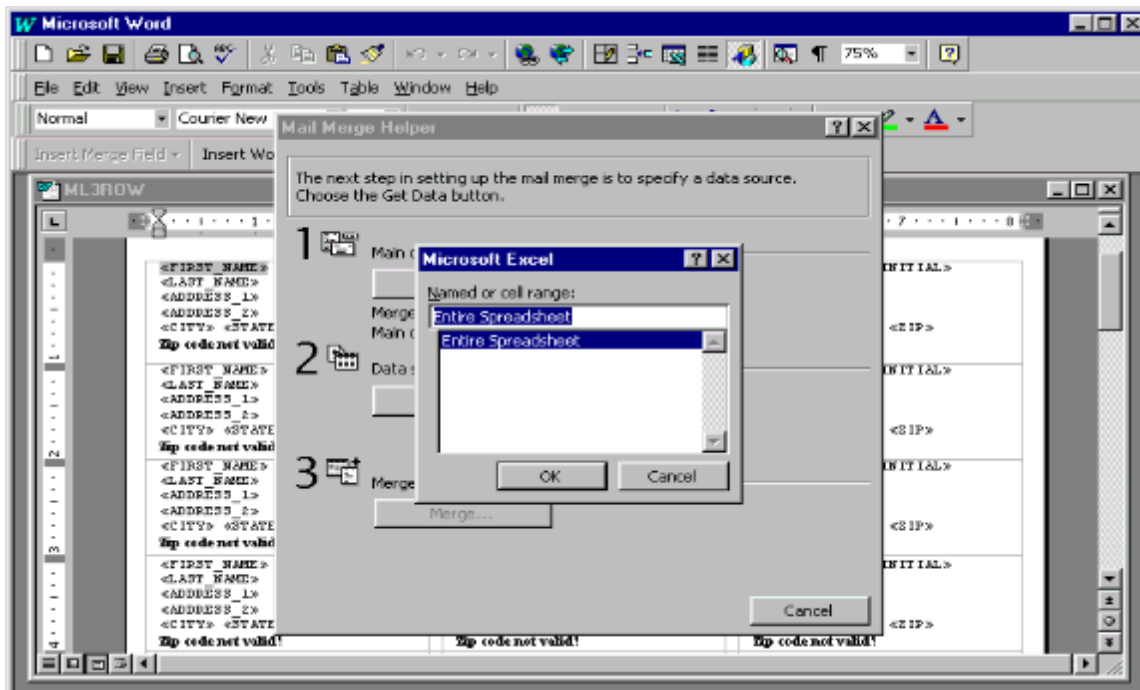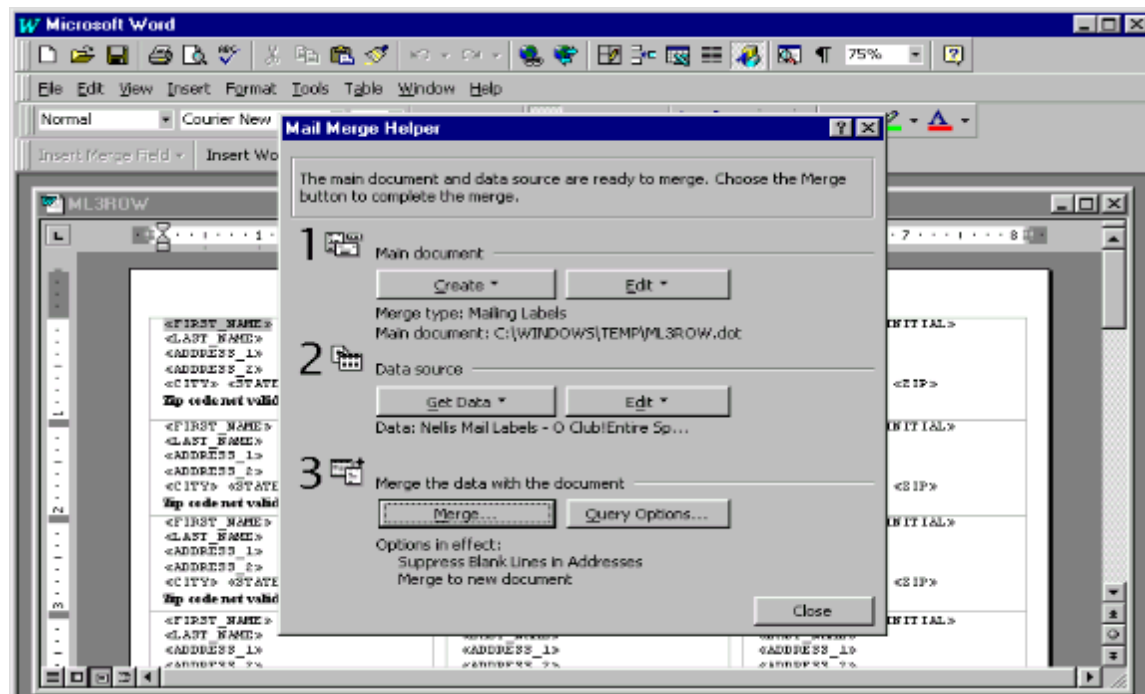
2. Select "Tools

    - Click on "Mail Merge"
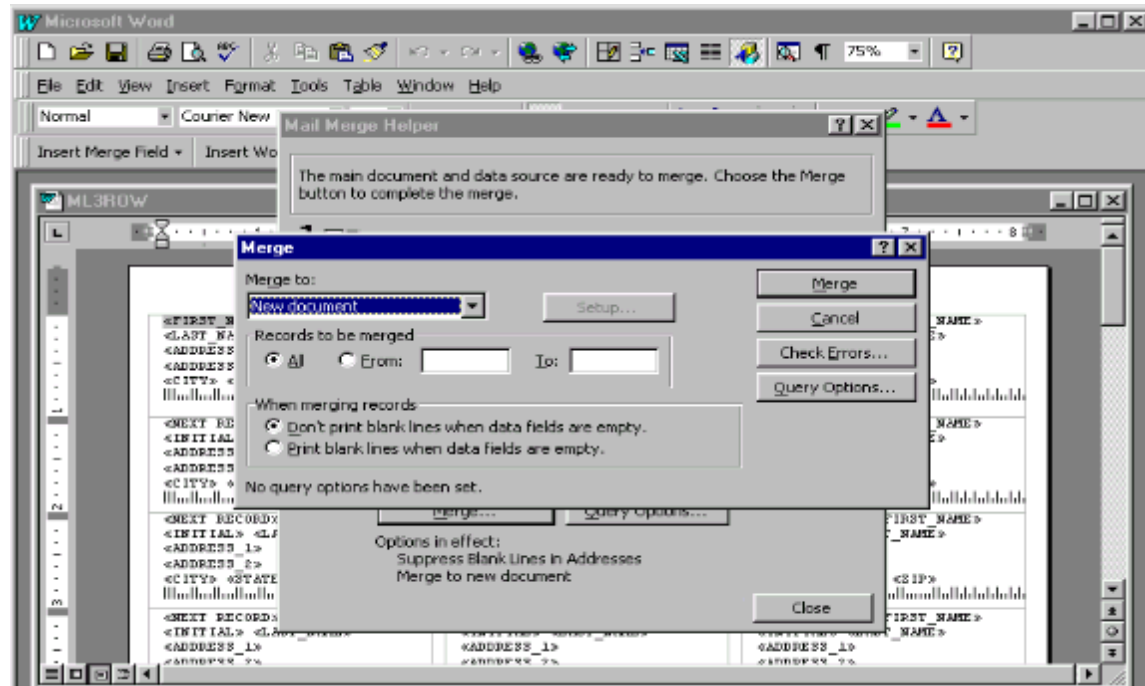

3. At the #2 function, select "Get Data"

- Then click on "Open Data Source"

4. Go to the folder you saved the Excel spreadsheet label information data in under Section II

   Note: Select "*XLS" file types

5. Select and open the filename containing your Excel spreadsheet label data report

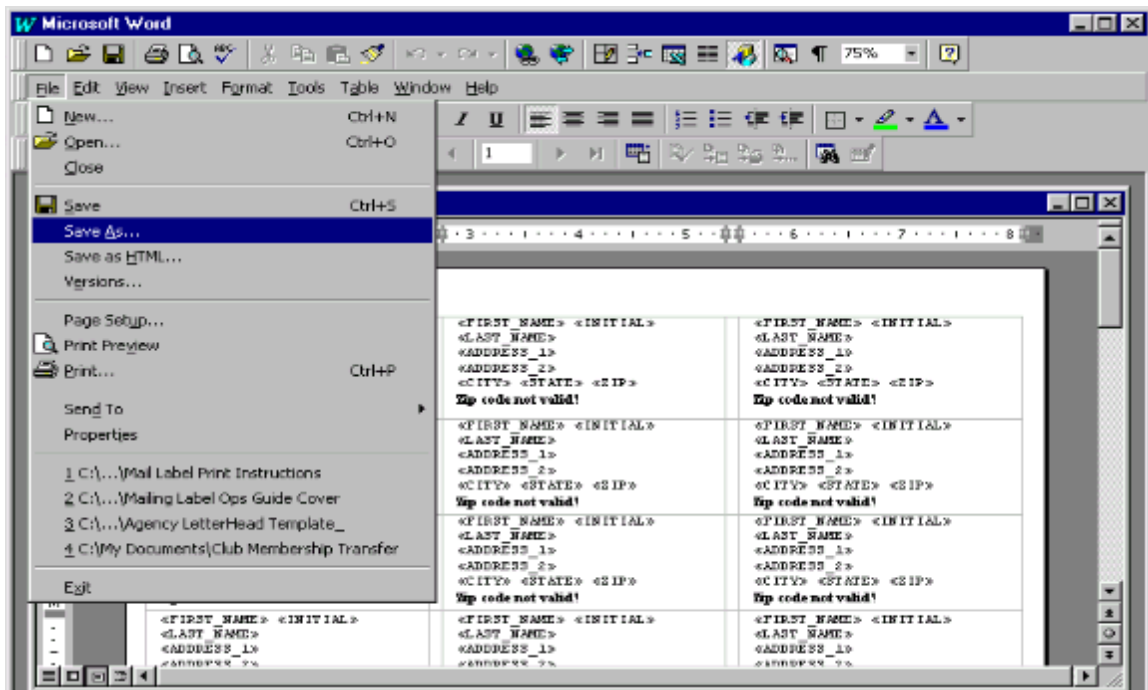
6. Select "OK" at the "Entire Spreadsheet"

7. At the #3 function, select "Merge"

- Then click on "Merge" again

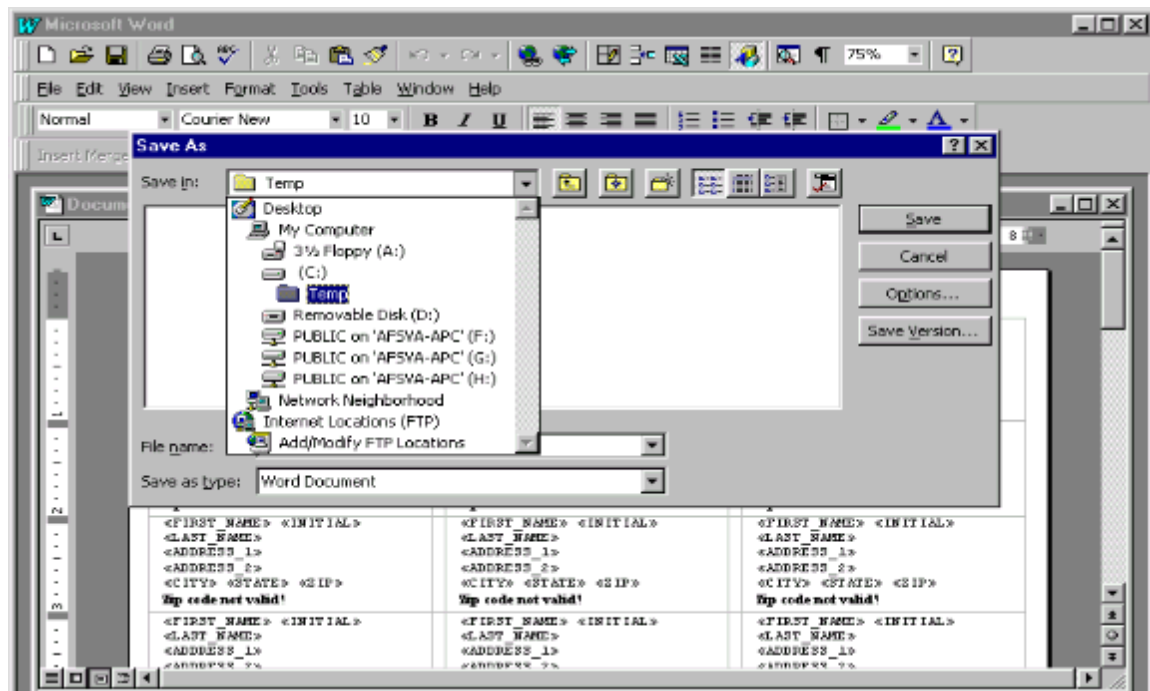8. The data will now import into your mail label template for printing

9. Recommend you save the completed mailing labels to a file

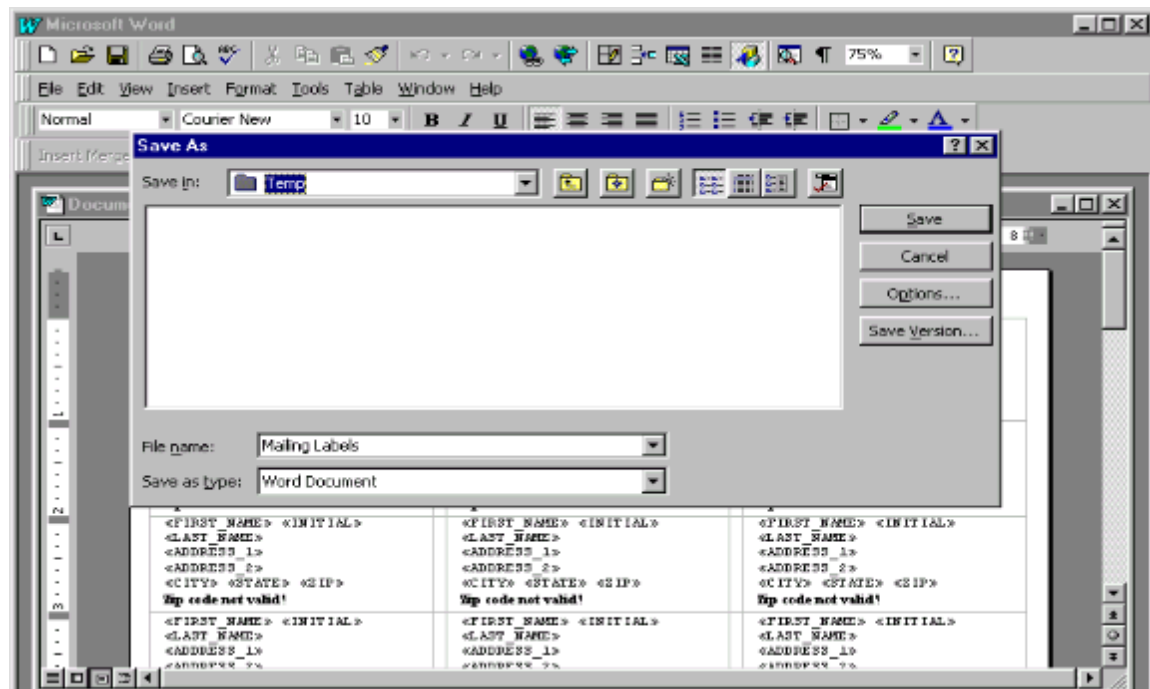   - Select "File"

    - Click on "Save As…"

Note: The mailing label template shown above and in the next several screen prints is for illustration purposes only. The actual mailing labels will contain the names and addresses of your members.

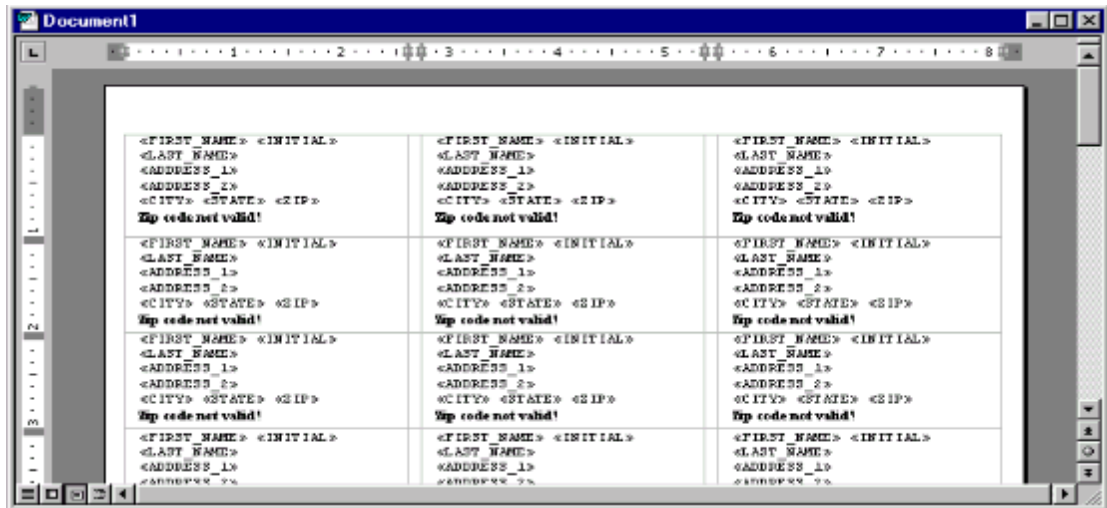- Determine where you want to save the file by using the drop down arrow in the "Save in" box

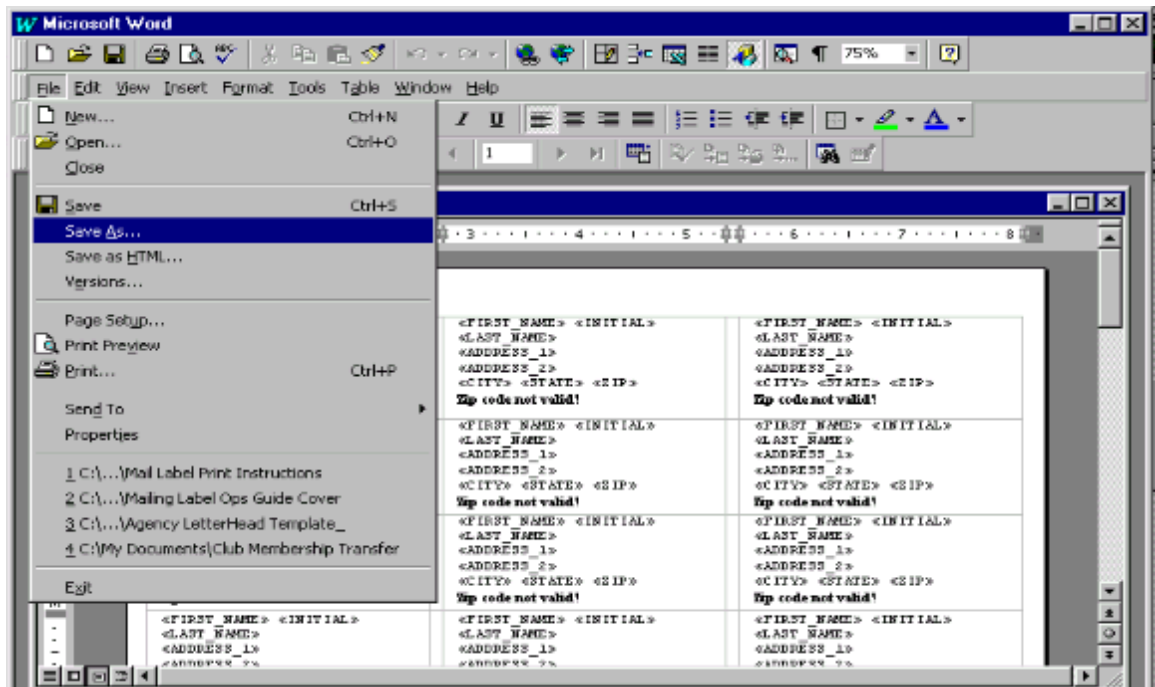- Give the file a name by entering the name in the "File Name" box

- Click on "Save"

10. To print the mailing labels:
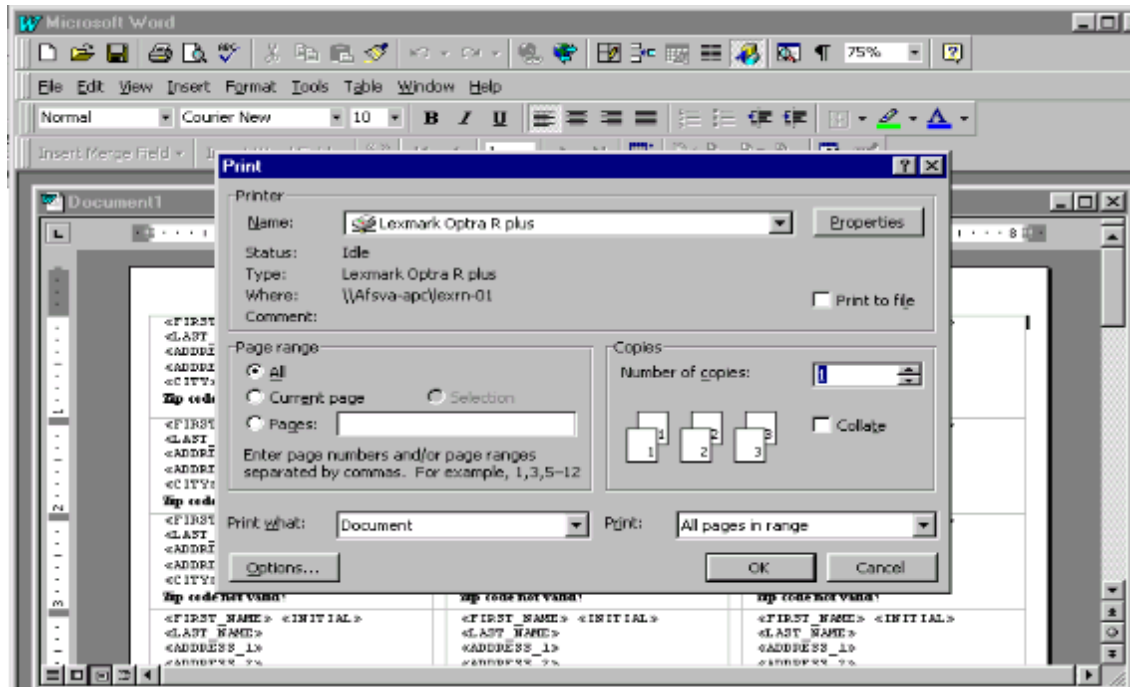
   - Load your mailing label stock in your printer

   - Open the mailing label file you saved earlier

   - Select "File"

- Click on "Print"

- Click on "OK"

11. Your labels will now print on the mailing label stock in your printer.

- This completes the steps necessary to produce your membership mailing labels.